

DESIGN CRITERIA FOR SPECIAL EVENTS

1.0 INTRODUCTION

- 1.1. This guide is intended to allow for the provision of the adopted highway for use with special events without any detrimental effect on the needs of other street users. It is also intended to enhance the local environment.
- 1.2. The applicant for use of the adopted highway must provide documentary evidence of public liability insurance of **£5,000,000** pertaining to the area in question.

2.0 SIZE AND LAYOUT

- 2.1. This will be dependent on factors such as available space and street furniture. Needs of other street users should be taken into account.

The following key principles will apply in every case:-

- 2.2. A clear pedestrian route may be required for those walking past adjacent premises. The need for this requirement will be determined for each individual location and advised to the applicant. Emergency exits from adjacent buildings must not be obstructed.
- 2.3. A minimum of 1.8 meters free of obstructions shall be left between the boundary enclosure of the area and the line of street furniture adjacent to the kerb edge, or the kerb edge. Further guidance will be given to the applicant where proposals refer to pedestrianised areas.
- 2.4. No permanent obstructions such as bollards or markers that may cause a trip must be left in the pavement outside the approved time.

3.0 MEANS OF ENCLOSURE

- 3.1. A temporary form of enclosure will be required, with adequate openings to permit access should these be required. The function of this enclosure is to demarcate and contain the area but also to give a clear warning particularly to people with visual impairments.
- 3.2. For this reason it is essential that the barrier has some solid elements particularly 100mm above ground level to be detectable by a stick and an element between 800mm and 1,000mm high in a contrasting colour to the background that is highly visible. Alternatively, the barrier will be wholly solid.
- 3.3. The colour and materials of the enclosure will have to be considered carefully to ensure that in the longer view it is not too visually dominant but when viewed from a closer distance that certain key elements stand out against the background.
- 3.4. Planters with shrubs or floral displays are allowed on the sides of the area or contained within. These should not create any awkward obstructions.

4.0 ENVIRONMENTAL IMPLICATIONS

- 4.1. It will be expected that the approved area and the area immediately surrounding it, will be kept clean and litter free by the applicant. It must be ensured that litter and spillages do not stray onto neighbouring areas, which must be patrolled on a regular basis.

5.0 HIGHWAY AMENITIES

- 5.1. A Highway Amenities' licence is required for the use of the highway, which includes footways and pedestrian areas.

Prior to granting the licence, there are two legal requirements as detailed in the Highways Act 1980.

The consent of frontages with an interest must be obtained. (Frontages will only be regarded as having an interest in proposals to place objects or structures wholly or partly between their premises and the centre of the highway).

Once Highway Authority approval has been given in principle, a notice shall be posted on the premises for a period of 28 days to allow for the receipt of any representations on the proposals.

A copy of the notice must be served on the owner and occupier of any premises, appearing to the Council, likely to be materially affected.

A licence shall not be granted until all representations have been considered.

- 5.2. A contact name and telephone number of a person of suitable seniority to deal with any issues arising from the area must be provided.

6.0 SAFETY

- 6.1. Whilst the provision of the area will be considered on the basis of this design brief in its entirety, particular and constant attention must be given to the safety of both members of the public and the people staffing the event.
- 6.2. The Authority will repair any damage caused to Local Authority property as a result of the event, with all costs recharged to the applicant.
- 6.3. Any breach of the conditions contained in the design criteria or Highway Amenities Licence will result in the revocation of permission forthwith and the denial of any future permission.

7.0 FURTHER CONTACTS

- 7.1. For any further details, please contact:
- 7.2. Network Management, Sefton MBC Built Environment, on 0151-934-4321